



Director - Education UK - Person Specification

Essential

Background Knowledge & Understanding

- Understanding and knowledge of UK education system and up-to-date knowledge of UK curriculum
- Understanding and knowledge of teaching and learning pedagogy and teaching experience
- Belief in the value of debating as a mechanism for delivering key skills to young people
- Ability and desire to work with young people of all abilities, from a range of ages and often from challenging backgrounds.

Organisation & Project Management

- Well organised; able to prioritise and manage time effectively to achieve goals within deadlines
- Project management skills: able to deliver all aspects of a project from start to finish, including tracking, monitoring, review, evaluation and reporting.

Sales & Marketing

- Understanding of marketing email campaigns and how best to approach schools, teachers and clients
- Able to 'up-sell'
- Able to maintain strong relationships with clients and turn cold leads into customers

Finance and Tracking

- Able to monitoring income and expenditure versus targets
- Able to follow up on unpaid invoices

Communication & Relationship skills

- Able to build and maintain strong relationships at all levels, internally and externally, including:
 - External stakeholders and other third parties
 - Debate Mate colleagues and university mentors
 - Heads, teachers and school administrators
 - Students and young people involved in the programme
- Able to communicate effectively with a range of audiences, both verbally / in writing
- Able to produce written work to a high standard of accuracy
- Strong teaching / training skills; effectively deliver training to a wide range of audiences
- Able to promote the programme, recruit and inspire mentors and students to get involved with the Debate Mate Programme(s).

Team Working

- Strong team player, willing & able to support other members of the team as required
- Able to lead other team members from time to time when required.

IT skills

- Computer literate and proficient in Word, Excel, PowerPoint, email applications and online programme management tools
- Strong understanding of social media and different communication methods, and a demonstrated experience of using different platforms to communicate with key stakeholders.

Desirable

- Experience of competitive debating
- Experience in UK education system
- Minimum of 2 years of teaching experience
- Experience of working with young people from a range of social groups, particularly those from disadvantaged backgrounds